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Virginia Aviation Board
Meeting Minutes
February 18, 2004

MINUTES OF THE VIRGINIA AVIATION BOARD MEETING – FEBRUARY 18, 2004, 9:00 A.M. AT THE IVOR-MASSEY BUILDING, RICHMOND INTERNATIONAL AIRPORT, RICHMOND, VIRGINIA 23250

MEMBERS PRESENT

Roger L. Oberndorf, Chairman
John G. Dankos, Jr.
Bob L. Johnson
William J. Kehoe
Robert H. Neitz
Marianne M. Radcliff
Emmitt F. Yeary

OTHERS PRESENT

Director Macfarlane, DOAV Staff, Airport Managers, Sponsors, Consultants, Engineers, State Government Representatives, Business Owners, and City & County Representatives.

CALL TO ORDER

The Chairman, Mr. Oberndorf called the meeting to order. The minutes from the December 2003 Board Workshop and Meeting were approved.

REPORTS/ANNOUNCEMENTS

A. Aviation Safety Report

The Chairman called on Safety Specialist, Ms. Jeanie Carter to give the Department's Safety Report. The Chairman asked if the state police were trained to investigate aircraft crashes. Ms. Carter responded no. Mr. Macfarlane questioned whether the number of hours flown in Virginia had increased or decreased. Ms. Carter responded that it was difficult to obtain that information specifically for Virginia. The Chairman asked Ms. Carter if pilots filed reports with the NTSB. Ms. Carter responded yes-- to the best of her knowledge. The

Chairman asked Ms. Carter if reports were being filed or ignored. Ms. Carter answered that most reports are being filed with NTSB.

B. DOAV Report

1. The Director, Mr. Charles Macfarlane presented the Department report. Mr. Macfarlane announced that a new microphone system was in use for this meeting in order to improve sound quality for recording purposes and for the audience's benefit. He requested Members to please use the microphones.
2. Mr. Macfarlane reported that the Department had submitted an increase to its base budgets for consideration during the ongoing General Assembly session. He remarked that it was appropriate for Members to discuss with legislators, the importance of the Department's budget needs to the aviation community. Mr. Macfarlane suggested the use of the Aviation Legislative Newsletter as a means to update the aviation community on budget issues.
3. Mr. Macfarlane called upon Keith McCrea to update the Members on the status of House and Senate Budget proposals. Mr. McCrea reported that HB 1488 called for a repeal of an exemption of sales/use tax on tangible personal property for corporations. He reported that if HB 1488 dies, the idea would likely reappear in other budget bills. Mr. McCrea described SB 660, which restricts citizens from carrying firearms in an air carrier airport terminal. According to Mr. McCrea, the NRA is not opposed to SB 660.
4. Mr. Macfarlane announced Mr. Jim Bland's retirement and that a selection had been made to fill his position and that an announcement would be forthcoming within the next week. Mr. John Settle was introduced as the Department's new Compliance/Security Officer. Mr. Macfarlane remarked that Mr. Settle is a former auditor with the Tax Department and that he has extensive experience tracking aircraft sales and use tax matters. Mr. Macfarlane remarked that he expects great things from Mr. Settle.
5. Mr. Macfarlane reported that Mr. Bland met with DEQ regarding the small fuel quantities issue. To date DEQ has been slow to respond to DOAV's letter concerning this issue.
6. Mr. Macfarlane noted that the Department contacted VDOT regarding safety issues related to the entrance to Hampton Roads Airport and requested a technical review be conducted by VDOT. VDOT provided the Department a technical letter, which indicated that the access point from the airport on to RT 58 was not as severe as the Department suspected.
7. Mr. Macfarlane called on Mr. McCrea to report on the progress of the SATS program. Mr. McCrea reported that the ADS-B initiative was moving forward on schedule. In addition, he reported that Mr. John Paris was working on a

concept called "electronic flight bags". Three airports were visited for ADS-B transmitters. Mr. McCrea reported that Danville Regional Airport will be the site of a national demonstration in 2005. He also reported that the SATS brochure is almost ready for printing and distribution.

8. Mr. Macfarlane announced that the Department of Aviation has hired a consultant to study the lessons learned from AWF, Dayton and Kitty Hawk.
9. Mr. Macfarlane shared with the Members a location and area map he acquired during his cross-country helicopter trip. He praised the usefulness of the map and recommended that Virginia airports use it as a template to develop their own maps.
10. Mr. Macfarlane reported that the Department was completing the "in-house" IT transition to the VITA system.
11. Mr. Macfarlane announced the Department's Finance and Administration Division, led by Mr. Roger Bowling had zero late payments to vendors or sponsors. He recognized the significance of the accomplishment and congratulated the Division.
12. Mr. Macfarlane announced the next VAB meeting would be at OMNI Hotel in Charlottesville on April 21, 2004.
13. Mr. Macfarlane reported that he would be making a presentation to Loudoun County Board of Supervisors concerning incompatible land use on properties adjacent to the airport on April 16, 2004. He welcomed any Member who would care to attend.
14. Mr. Macfarlane stated the Commander renovations are complete. The King Air renovations are currently underway and the Citation renovations are scheduled to be completed by June 30, 2004.
15. Mr. Macfarlane also reported that Maryland has established a successful procedure for transitioning in and out of the Washington ADIZ. He remarked that he believes it could be a model for Virginia airports to follow and the Department will be investigating the process over the next several months.
16. Mr. Macfarlane concluded his report by announcing that the Department has hired a summer intern to assist with the updating of the Department's Airport Procedures Guide.

C. FAA Report

There was no representative from FAA to provide a report.

D. VRA Loan Status

Mr. Mike Swain provided VRA Loan Status update that listed all loans made to date for Virginia public-use airports. The update listed the dates, project descriptions, amounts, interest rates and terms of the loans.

OLD BUSINESS

A. G. A. Airport Security Program Changes Resolution

Mr. Cliff Burnette presented to the Members a draft Resolution that would modify the GA Airport Security Program. The resolution removed specific dollar amounts and references to airport roles. Motion was made to adopt the Resolution dated 2/19/04. With no opposition, the Resolution was passed. Attached is a copy of the Resolution.

NEW BUSINESS

A. Request for Resolutions – TA's from the Commonwealth Airport Fund

1. The Chairman called on Mr. Swain to present the Airport Services Division Request for Resolutions – Tentative Allocations from the Commonwealth Airport Fund.
2. Charlottesville requested \$7 million + VRA loan. Mr. Kehoe made a motion to approve. Mr. Dankos seconded and the motion carried.
3. Mr. Swain reviewed his memo dated February 12, 2004 and recommended withdrawal of the following tentative allocations.

	<u>Existing T.A.'s</u>	<u>Air Carrier/Rel Recommended Withdrawal</u>	<u>G.A. Recommended Withdrawal</u>
Chesapeake			
Land Acquisition (7B)	\$6,041.68	\$3,020.84	
Land Acquisition (Salmons)	\$6,758.32	\$3,379.16	
Chesterfield			
Twy Connector & Apron (D)	\$18,000.00	\$9,000.00	
Rwy & Twy Rehab (D)	\$18,000.00	\$9,000.00	
Culpeper			
Midfield Apron Connect (C)	\$60,000.00		\$30,000.00
Apron Expansion-South (C)	\$60,000.00		\$30,000.00
Danville			
Twy 'E' Partial Rehab (C)	\$10,000.00		\$5,000.00
Front Royal			
Parallel Twy Extension (C)	\$79,200.00		\$39,600.00

Ingalls Field Apron Rehabilitation (D/C)	\$144,000.00		\$72,000.00
Lee County Partial Parallel Twy (D)	\$4,000.00		\$2,000.00
Leesburg Land Acquisition – West	\$40,000.00	\$20,000.00	
Rwy Rehab/Twy & Lighting (C)	\$180,000.00	\$70,000.00	
Apron Expansion-South (D)	\$8,000.00	\$4,000.00	
Mountain Empire Apron Expansion – East (C)	\$88,800.00		\$44,400.00
New Kent Rwy Rehabilitation (C)	\$50,400.00		\$25,200.00
Roanoke Master Plan Update	\$40,000.00	\$20,000.00	
Twy Reloc/Hangar Demol (D)	\$40,000.00	\$25,000.00	
Shenandoah Valley Rwy Rehabilitation (C)	\$284,000.00	\$142,000.00	
Tappahannock Rwy, Twy & Apron (D)	\$42,000.00		\$21,000.00
Tazewell Rwy, Twy & Apron Rehab (C)	\$160,000.00		\$80,000.00
Virginia Highlands Easement Acquisition Approach	\$48,000.00		\$24,000.00
Taxiway Connector (D/C)	\$64,000.00		\$32,000.00
Access Road (D/C)	\$36,000.00		\$18,000.00
Warrenton Apron Rehab/Expansion (D/C)	\$96,000.00	\$48,000.00	
William M. Tuck Twy Widen/Rehab/Light (D)	\$8,000.00		\$4,000.00
Twy Widen/Rehab/Light (C)	\$60,000.00		\$30,000.00
Winchester ALP Update	\$9,333.33		\$4,666.67
Land Acquisition Services	\$4,000.00		\$2,000.00
Totals	\$1,664,533.33	\$353,400.00	\$463,866.67

4. Mr. Macfarlane noted that the FAA has changed their participation ratio from 90% to 95%, without increasing available funding for projects. He distributed a document (copy enclosed) showing the difference in funding the two funding ratios. Mr. Macfarlane explained the ratio change will cause a 5.2% shortfall in the total project costs. Mr. Swain reported that the FAA change had no impact on his February 12, 2004 memo to the Board concerning the State's share of the "non-federal" participation (80% vs. 60%). Mr. Swain remarked that the FAA 5.2% shortfall could be overcome through value engineering projects and reducing the size of projects.
5. Mr. Swain requested the Board accept withdrawals as shown. Ingalls Field requested saving their withdrawal. Mr. Dankos wanted to know the status on these projects, i.e. have they been bid yet? Mr. Swain said they were based on the FAA program. Mr. Dankos is concerned with who came up with the

project cost. Mr. Swain said the allowable 10% administrative increase is still available. Mr. Chairman wanted to know if this is a wash. Mr. Kehoe wanted to know what are the implications on action vs. no action. Mr. Dankos questioned whether DOAV would be responsible for the unfunded deficit and the total project cost. Mr. Macfarlane suggested moving forward with Mike's recommendation – Holding \$180K (left over balances) for emergency. Mr. Neitz feels that someone will get hurt. Mr. Johnson said the change in the federal funding formula is a long-term effect and that it will be a good thing. Mr. Kehoe made a motion to approve. Mr. Dankos seconded and the motion carried.

6. Mr. Swain moved to the project requests starting with Region 1, Mountain Empire. Mr. Yeary made a motion to approve. Mr. Kehoe seconded and the motion carried.

Region 2, Shenandoah Valley. Mr. Johnson made a motion to approve. Mr. Kehoe seconded and the motion carried.

Region 3, Luray Caverns. Mr. Neitz made a motion to approve. Mr. Kehoe seconded and the motion carried. Recommendation for Orange County in Region 3 was to disapprove all projects. After discussion, the Northside Apron – Phase 1 (Construction) project was disapproved and the Parallel T/W & Perimeter Fencing – Phase 1 (Construction) project was approved. Mr. Neitz made a motion to approve. Mr. Kehoe seconded and the motion carried. Region 3, Stafford Regional. Mr. Neitz made a motion to approve recommendation. Mr. Kehoe seconded and the motion carried.

Region 4, Hummel Field – Mr. Dankos made a motion to defer until the next budget period. Mr. Kehoe seconded and the motion carried. Mr. Dankos made a motion that the policy be changed on GCO's (Ground Communication Outlet) to allow funding for local service airports through F&E funds. Ms. Radcliff seconded and the motion carried. Region 4, Middle Peninsula – Mr. Dankos made motion to approve. Mr. Johnson seconded and the motion carried. Region 4, New Kent – Mr. Dankos made a motion to approve. Mr. Johnson seconded and the motion carried. Region 4, Shannon – Mr. Dankos made a motion to approve. Mr. Johnson seconded and the motion carried. Region 4, Tappahannock-Essex – Mr. Dankos made a motion to approve. Mr. Johnson seconded and the motion carried.

Region 5, William Tuck – Mr. Kehoe made a motion to approve. Ms. Radcliff seconded and the motion carried.

Region 6, no requests. Region 7, Chesapeake Regional – Mr. Kehoe made a motion to approve. Ms. Radcliff seconded and the motion carried.

Region 7, Hampton Roads – Mr. Kehoe made a motion to approve. Ms. Radcliff seconded and the motion carried.

B. Request for Resolutions – TA’s from the Aviation Special Fund

Ms. Cherry Evans was called on to present the promotion projects. Ms. Evans reported there were no project requests for the board.

C. Changes in State Funding for AIP Match Presentation

After a brief discussion concerning the impact of changing the State's participation in the "non-federal" share (80%) of an AIP project, the Board decided not to take any action.

D. Motion on Lease Letter

Mr. Macfarlane opened discussion about the distribution of a reminder letter to Airport Sponsors stating that the Department is responsible for approving all leases. Mr. Yearly remarked there are problems at Lonesome Pine and made a motion to send a letter out concerning leases at public-use airports. Mr. Johnson seconded the motion. Mr. Neitz said the letter does not address outstanding leases. Mr. Neitz stated he feels that the letter should include past instances of leases. Mr. Kehoe suggested that past leases should be brought into compliance with the law. Mr. Yearly withdrew his motion. Mr. Kehoe read a modification he would like to have added at the end of the letter. It reads, “Please take all necessary steps to be in compliance of the Code of Virginia section 5.1-40 and all other state and federal laws and regulations and inform DOAV of achieving compliance. Mr. Beall said the letter is fine with revisions added. Mr. Dankos noted his deeded access to taxiway at Hanover Airport and deeded access to taxiway at Chesterfield County Airport and abstained from discussion due to his situation. Mr. Yearly commented that we need to know what is out there and suggested adding a report to the letter for airports to respond back with information on being in compliance. Mr. Macfarlane-- we will note revised comments and add changes. The Chairman made a motion to send out the Lease Letter with changes recommended by VAB. Mr. Yearly made a motion to approve. Mr. Kehoe seconded and the motion carried. Mr. Dankos abstained.

BOARD MEMBER COMMENTS AND REPORTS

- A.** Mr. Yearly discussed the lease issues at Lonesome Pine and made a motion that no action on outstanding grants be taken at this time. Mr. Johnson seconded and the motion carried. Mr. Johnson has reviewed the packet of information on Lonesome Pine and feels that the Sponsor has a "nonchalant", "none of your business", "what we do down here" attitude. The VAB should not reward the Airport until these issues are resolved. Mr. Neitz asked if Mr. Yearly could please speak up and let the VAB know what his motion is in reference to Lonesome Pine. Mr. Yearly referenced the August VAB Meeting – Motion was made at the

August meeting to withhold funding for the ALP until the lease issues were resolved. Ask the Airport to take all expeditious action to have the land that they conveyed or deeds of easements given back to the Airport Commission. Mr. Yeary provided photos to be included with the workshop and meeting minutes.

OTHER BUSINESS

Mr. Macfarlane recognized Rusty Harrington, Senior Airport Planner and presented him with a certificate for five years of service with the state.

Mr. Macfarlane presented Jim Bland with his thirty-year certificate. Mr. Macfarlane remarked, "Jim will be missed for the professional that he is and the mentoring he has shown with his staff and the agency". Mr. Macfarlane asked Chairman Oberndorf to come forward to present Mr. Bland with a plaque from Governor Warner.

PUBLIC COMMENT PERIOD

Mr. Bob Crump – Thank you for your decision to fund GCO's at Local Service Airports.

Mr. Tim Brown – Thanked the Board for their support of Twin County Airport.

Mr. Neitz – Letters will be sent to the 18 airports on funding cuts due to the new FAA funding formula.

Mr. Kehoe Region 5 – wanted to recognize Mark Courtney, Manager at Lynchburg and Bryan Elliott, Manager at Charlottesville-Albemarle for sending letters to their representatives and senators supporting the Department of Aviations appropriation request. He provided copies for anyone who wished to read or use them to write letters to their representatives and senators.

ADJOURN MEETING

With no further business, the meeting was adjourned.

ATTACHMENTS